

## 17269 Questions & Responses - Set 1

- Q1. Can a vendor from out of state bid on the project?  
A1. Yes
- Q2. Will a bid bond be required for this project?  
A2. See Solicitation Response page.
- Q3. Can the conversion be done at our facility in MN?  
A3. Yes
- Q4. Can we bid on just a single group of work?  
A4. Yes. See Section 4.1.
- Q5. Is outsourcing permitted?  
A5. Subcontracting is permitted
- Q6. What is required to become a registered vendor for the Iowa DOT?  
A6. No requirements to be a vendor with the DOT. To go into contract we will need you to fill out the vendor registration and return a W-9 that can be found on our website [www.iowadot.gov/purchasing](http://www.iowadot.gov/purchasing).
- Q7. Will this be a single award?  
A7. See Section 4.1.
- Q8. Would you accept a single bid from multiple companies?  
A8. One company will be required to serve as the point of contact and present the bid
- Q9. Whether companies from Outside USA can apply for this?  
(like from India or Canada)  
A9. No, Domestic conversion is required
- Q10. Whether we need to come over there for meetings?  
A10. Meetings at Iowa Department of Transportation, 800 Lincoln Way Ames, Iowa
- Q11. Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)  
A11. No, Domestic conversion is required
- Q12. Can we submit the proposals via email????  
A12. See Section 2.7.
- Q13. Can a vendor only bid on one part of this?  
A13. See Section 4.1.
- Q14. Can an out of state vendor propose to transport documents out of state for processing? If so can this be facilitated through commercial courier such as fedex or ups or must vendors transport boxes by utilizing company staff?  
A14. Vendor transport and staff is required

Q15. If the items must be transported by utilizing company staff is it expected that the projects will be larger where a full or mostly full truck or van can be utilized or is the agency expecting to have frequent requests for a single box or a single envelope to be requested for scanning?

A15. Small quantity pickup requests may occur infrequently. Whenever possible small quantity pickup requests are grouped to save on transport costs.

Q16. Is the agency open to larger projects transported by company staff operated vehicles and small projects by commercial courier?

A16. Small projects are grouped with larger projects for transport whenever possible.

Q17. While we recommend domestic conversion, it is becoming more common for vendors to send documents out of the country to avoid domestic minimum wage laws, often without the knowledge of the requesting agency. In order for us to respond competitively, is the agency considering any non-domestic/overseas labor (indexing, QC) or will they allow originals to be sent out of the country/overseas for conversion (microfilm scanning, paper scanning)?

A17. Domestic conversion is required.

Q18. So if we only want to bid part of a group would that be ok or would you want us to bid on the whole part.

A18. See Section 4.1.